



How to Run CES Reports

This tutorial is designed to help the first time CHRTAS Agency Training Coordinator user access CES reports. It also serves as a ready reference tool to teach you how to run CES reports. The tutorial is divided into steps that can be viewed individually by clicking on their respective hyperlinks below.

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- User Support



How to Run CES Reports

Step 1

Connect to the CHRTAS Agency Training Coordinator logon page by clicking on the link.
<https://www.attrrs.army.mil/channels/chrtas/regdefault.asp>

Enter your
ATRRS
Logon ID

Enter your
Password

Enter your
Access
Code

Click
LOGON

Civilian Human Resource Training Application System - CHRTAS Main Menu

Channels Logon Thursday, May 17, 2007, 11:03 ET

You have accessed a Department of Defense (DoD) computer system. Please read the [Privacy and Security Notice](#). If you are not an authorized ATRRS user, then you must leave this web site now.

ATRRS Logon ID
ATRRS Password
ATRRS Access Code

You are required to logon, since you will be accessing live real-time data from ATRRS Enterprise Server hosted by Director, U.S. Army Information Technology Agency (USAITA). Please enter your ATRRS Logon ID, ATRRS Password and ATRRS Access Code, then press the "Logon" button in the logon area above. If you are unsure what to enter and you are an ATRRS user, [click here](#) for a more detailed explanation. If you do not have a Logon ID and Password, [click here](#) to read how to obtain them.

[Privacy and Security Notice](#)

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How to Run CES Reports

Step 2

Civilian Human Resource Training Application System - CHRTAS

Registrar Functions

- Process / Review Applications
- Process Bulk VTT/DL Applications
- Process Bulk Applications
- View Cancellation Requests
- Update CHRTAS Profile Data
- Update CHRTAS Profile DOB
- Generate CHRTAS Application
- Adjunct Faculty Table
- View Supervisor Pending Applications
- VTT/DL Site Requests
- CHRA Travel Management
- View Class Roster
- View CHRTAS Menu
- Logoff

Reports

- CHRA Reports
- CES Reports

Help

- CHRTAS Tutorials
- CHRTAS Bulletin Board

Links

- Privacy and Security Statement

Warning & Usage Statement

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To generate CES Reports, click CES REPORTS from the Reports menu.



How to Run CES Reports

Step 3

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

5/18/2007

CHRTAS Application System

CES Reports

 View Student CES Training Requirement
 View Potential Student by CES Course Track
 CES Student Status Roster

Click VIEW STUDENT CES TRAINING REQUIREMENT to generate a report.



How to Run CES Reports

Step 4

Civilian Human Resource Training Application System - CHRTAS Main Menu

5/17/2007

CHRTAS Application System

Click here when done

Search for student by: SSN: or Last Name: Search

Please enter the students SSN or Last Name to retrieve their data.

Search for an application in your component by SSN or last name.



How to Run CES Reports

Step 5

Civilian Human Resource Training Application System - CHRTAS Main Menu

5/21/2007

CHRTAS Application System

Search for student by: SSN: or Last Name: Search

CES Training Course Requirements						
CES Course	SkillPort Bundle	SkillPort Status	Distributed Learning (DL)	DL Status	Classroom	Classroom Status
Intermediate Course (IC)	THE ROLE OF CRITICAL THINKING IN ORGANIZATION (PD0251)	Incomplete	Phase:		1-250-C61	Phase: 2 Incomplete
	MANAGING THROUGH THE CHANGE (MGMT0182)	Incomplete				
	ORGANIZATIONAL ETHICS (PD0173)	Incomplete				
	MANAGING CONFLICT IN THE ORGANIZATION (COMM0343)	Incomplete				
	FACILITATING WORK GROUPS AND MEETINGS (MGMT0273)	Incomplete				
	DEVELOPING CAREER PLANS FOR YOUR TECHNICAL PR (MGMT0294)	Incomplete				
	HIRING CONSIDERATIONS (HR0231)	Incomplete				
	HUMAN RESOURCES PLANNING AND ANALYSIS (HR0101)	Incomplete				
	RISK BASICS (PD0241)	Incomplete				
	DEVELOPING FUNDAMENTAL CRITICAL THINKING SKIL (PD0252)	Incomplete				
	THE MANAGER AS COACH AND COUNSELOR (MGMT0113)	Incomplete				
	DECISIONS AND RISK (PD0243)	Incomplete				
	EMPLOYEE DEVELOPMENT (HRCI/PHR) (HR0248)	Incomplete				

This report provides information on whether the student has met certain course requirements and allows you to track student progress.



How to Run CES Reports

Step 6

Civilian Human Resource Training Application System - CHRTAS

[Main Menu](#)



5/18/2007

CHRTAS Application System

CES Reports

- View Student CES Training Requirement
- View Potential Student by CES Course Track
- CES Student Status Roster



Return to the CES Reports main page and click **VIEW POTENTIAL STUDENT** by CES Course Track to obtain a listing of eligible students for CES courses.



How to Run CES Reports

Step 7

Civilian Human Resource Training Application System - CHRTAS

[Main Menu](#)

5/17/2007

CHRTAS Application System

Select a fiscal yearSearch for potential students by: FY: and Course Track: **Select a course track****Search**

Please select FY and Course Track and click Search to retrieve the list of potential students.

Click here when done

After selecting the fiscal year and course track, click SEARCH to continue.



How to Run CES Reports

Step 8

Civilian Human Resource Training Application System - CHRTAS

[Main Menu](#)

5/21/2007

CHRTAS Application System

Search for potential students by: FY: Track: Percent of Completed SkillPort Courses:

Potential Student

Name	Email	Pay Plan	Number of SkillPort Bundles Completed	Distributed Learning Course and Graduation Date
MADDOX, TEST A	bmaddox@asmr.com	GS	4 of 13	No DL Courses for this Course Track

This report provides information to assist you in identifying eligible students for CES courses.



How to Run CES Reports

Step 9

Civilian Human Resource Training Application System - CHRTAS

Main Menu

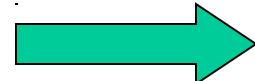


5/18/2007

CHRTAS Application System

CES Reports

- View Student CES Training Requirement
- View Potential Student by CES Course Track
- CES Student Status Roster



Return to the CES Reports main page and click CES STUDENT STATUS ROSTER to obtain a listing of students enrolled in CES courses.



How to Run CES Reports

Step 10

Civilian Human Resource Training Application System - CHRTAS Main Menu

5/18/2007

CHRTAS Application System

CES Student Status Roster

Select the values you would like to use to generate a CES Student Status Roster Report.

Step One

The first step is to select the time period which you wish use to generate the report.

Class Start Date Student Completion Date

Select a time period

Step Two

Please select the date for which you wish to generate the report.

Date:

Select a date

Step Three

Hold down <Ctrl> to select multiple organizations.

ACQUISITION SUPPORT CENTER (F1)
ARMY AUDIT AGENCY (AAA) (GA)
ARMY CONTRACTING AGENCY (ACA) (F8)
ARMY TEST & EVALUATION CMD (ATEC) (GE)
CORPS OF ENGINEERS, HUNTSVILLE (GU)
CRIMINAL INVESTIGATION CMD (CIDC) (HH)

Select an organization or multiple organizations

Step Four

Press the Submit button to generate your report.

Click here when done

Submit



How to Run CES Reports

Step 11

Civilian Human Resource Training Application System - CHRTAS [Main Menu](#)

5/21/2007

CHRTAS Application System

[Return to the CES Student Status Roster Criteria](#)

Click here to open the search results in Excel

 [Open As Excel Spreadsheet](#)

CES Student Status Roster Report											
Page(s): 1											
Organization	Installation Name	Student Name	Civilian Occupational Series	Pay Grade	Email	Course Title	Class Start Date	Class End Date	Student Status	Supervisor Name	Supervisor Email
		TEST A SMITH	0023	14	chrtas@asmr.com	CIVILIAN LEADER INTERMEDIATE	15 Oct 2007	02 Nov 2007	Enrolled	SUPERVISOR	aitassup@asmr.com

Page(s): 1

This report provides information on students who are currently enrolled in CES courses.



How to Run CES Reports

For further instructions or help on how to run CES reports, please send an e-mail to your Civilian Personnel Area point of contact reflected on the list below.

Europe Area	barbara.veith@cpoeur.army.mil perry.blake@us.army.mil
Korea Area	bob.cronin@us.army.mil
North Central Area	Amy.mcdonough@us.army.mil
North East Area	hrdinfo@cpocner.apg.army.mil
South Central Area	tlc@cpocscr.army.mil
South West Area	mary.sproat@us.army.mil
West Area (Includes Pacific)	Chrwcpl.hrdd@conus.army.mil
AG-1 PMD	bob.cronin@us.army.mil